ITS Service Desk NewsFlash

December 9, 2004

RURAL DEVELOPMENT MINC APPLICATION:

MANAGEMENT AGENT'S IDs and PASSWORDS

In the Rural Development's MINC Application, when the Management Agent's password (access code starts with TPxxxxxx) was suspended the IRM's would have to be contacted to reset their password. Effective December 8, 2004, the Management Agents will now have the capability to reset their own TP access code password.

The Management Agent with the TP access code will still be the person responsible for resetting MA User's password (access code starts with MAxxxxxx) when they are suspended or forgotten.

Steps to "Reset Forgotten/Suspended Password" in MINC can be found on the MINC website: https://usdaminc.sc.egov.usda.gov

On the "Welcome to MINC" screen, click on "Message Board" on the left-hand side of the screen

Click on "Frequently Asked Questions (FAQ)"

Click on "Reset Forgotten/Suspended Password"

Here is a copy of the document on the steps to "Reset Forgotten/Suspended Password" in MINC:

Do these activities if you have forgotten your password, if your TP User ID is suspended, or if one of the MA users in your agency has forgotten their password or their MA User ID is suspended. A user ID is suspended when a user makes three or more login errors when attempting to sign onto the MINC system.

A.   **For TP Users:**

1. Click on the Management Agents bubble from the MINC home page. The system displays the Management Agent Login page.

2. Click on the Forgotten/Suspended Password link on the Management Agent Login page.

3. Enter the Management Agent's Tax ID in the box labeled Management Agent Tax ID.

4. Enter your TP User ID in the box labeled Management Agent Access Code.

5. Click on the 'Submit' button. The system displays the Management Agent Name, Tax ID, Access Code and Trading Partner Agreement.

6. Use the scroll bar to review the Trading Partner Agreement and click on the 'Accept' button to reaccept the agreement. NOTE: The Trading Partner Agreement must be Accepted before you are allowed further access to the MINC system.

7. The system displays a page indicating that your password has been reset.

> NOTE: Write down the password provided by the system after it is reset. Click on the 'OK' button at the bottom of the page to indicate you have received the new password. The system displays the MINC home page.

8. Once again, click on the Management Agents bubble on the MINC home page.

9. Enter your TP User ID in the box labeled Management Agent Access Code.

10. Enter the password you just received in the box labeled Management Agent Password.

11. Click on the 'Login' button. The system displays a message box indicating that the Management Agent Access code must be changed.

12. Click on 'OK' in the message box. The system displays the Change Management Agent password page which displays the Management Agent's name, Tax ID, and access code.

13. Enter the password you just received in the box labeled Current Management Agent Password.

14. Enter a password of your choosing in the box labeled New Management Agent Password. The password must meet the following requirements:

- 8 characters in length
- Contain only alphanumeric and special characters $, #, @, *, %, &, ?, and !.
- . Not consist of reserved words. Reserved words are: appl, aug, basic, dec, demo, feb, focus, game, ibm, jan, jul, jun, log, mar, may, net, new, nov, oct, pass, ros, sep, sign, sys, test, tso, valid, vtam, xxx, and 1234.

15. Re-enter the password you have chosen in the box labeled Retype Management Agent Password.

16. Click on the 'Submit' button. The system displays a message box indicating that the update was successful.

17. Click on 'OK' to continue. The system displays the Management Agents home page.

B**. For MA Users, the TP User must perform the following:**

1. Click on the Management Agents bubble from the MINC home page. The system displays the Management Agent Login page.

2. Enter your TP User ID in the box labeled Management Agent Access Code.

3. Enter the password you just received in the box labeled Management Agent Password.

4. Click on the 'Login' button. The system displays the Management Agents home page.

5. Click on the Reset MAUser Password link in the Mgmt. Agent Maintenance area on the left side of the page. The system displays a Forgotten/Suspended Password page.

6. Enter the user ID of the MA User whose password you are resetting in the information box labeled MAUser ID.

7. Click on submit. The system displays a popup window that identifies the user and displays the new password. NOTE: Write down the password provided by the system after it is reset and give it to the appropriate user. The system contains no capability to print or forward the new password.

After the TP User has completed resetting the password, the MA User must perform the following:

1. Click on the MA Users bubble from the MINC home page. The system displays the MA User Login page.

2. Enter your MA User ID in the box labeled Enter Your User ID.

3. Enter the password you just received from the Management Agent in the box labeled Enter Your User Password.

4. Click on the 'Login' button. The system displays the Change User Password page.

5. Enter the password you just received in the box labeled Current User Password.

6. Enter a password of your choosing in the box labeled New User Password. The password must meet the following requirements:

- 8 characters in length,
- Contain only alphanumeric and special characters $, #, @, *, %, &, ?, and !.
- Not consist of reserved words. Reserved words are: appl, aug, basic, dec, demo, feb, focus, game, ibm, jan, jul, jun, log, mar, may, net, new, nov, oct, pass, ros, sep, sign, sys, test, tso, valid, vtam, xxx, and 1234.

7. Re-enter the password you have chosen in the box labeled Retype User Password.

8. Click on the 'Submit' button. The system displays a message box indicating that the update was successful.

9. Click on 'OK' to continue. The system displays the MA Users home page.